



# City Administrator's Weekly Report

Week Ending October 16, 2015

## CITY ADMINISTRATOR UPDATE:

### A. Upcoming City Council Meeting(s)

Note: The agenda is available on the City's website approximately 72 hours before the meeting. Unless otherwise noted, all meetings are held in City Council Chambers at City Hall. The upcoming meeting(s) are:

- *Monday, October 19, 2015* – City Council Special Meeting at 6:00 p.m.
- *Tuesday, October 27, 2015* – City Council Regular Meeting at 6:00 p.m.

### B. Meetings Attended

During the week, I attended and participated in the following meetings:

- *Monday, October 12<sup>th</sup>* – Met with Ann Benson McGlone, Architect, and Robert Koimn, Community Development Director, about the City Hall Customer Service Area Renovation Project.
- *Tuesday, October 13<sup>th</sup>* – Attended the Regular Meeting of City Council.
- *Thursday, October 15<sup>th</sup>* – Met with Michael Hunt about City Hall Exterior Cleaning Project.
- *Friday, October 16<sup>th</sup>* – Met with the Council Subcommittee formed to review possible sites for a new Animal Shelter.

## WEEKLY UPDATES FROM DEPARTMENT HEADS:

- ***Airport Runway Extension Project:*** Due to weather delays, the Airport Runway Extension Project will not be completed on October 13, 2015, as originally planned and bid.
- ***Audit Preparation:*** The Finance Director reported that her personnel continue to prepare for the year end audit, which the Auditor's staff will be at City Hall sometime in January, 2016 for approximately a week reviewing financial records.
- ***FY 2016 Adopted Budget:*** The Finance Director reported issuing the new Annual Budget Manuals to City Council, City Administrator, Directors and required outside agencies during this period.
- ***Texas Water Development Loans:*** The Finance Director reported that the Texas Water Development Board approved the City's loan applications for Clean Water and Drinking Water State Revolving Funds to finance the City's Water Line Replacement Project, East Side Lift Station Project and Wastewater Treatment Plant Expansion Project in March, 2015. By the terms of the funds, the City has a year, from the date of approval, to accept the funds. The City Council is scheduled

to authorize the issuance of the Utility System Revenue Bonds on October 27, 2015.

- ***Finance Director Executive Search:*** The Human Resources Manager reported that twelve individuals applied for the position of Finance Director. The City Administrator plans to review the applications and supporting materials next week. (It should be mentioned, the current Finance Director, Marie Gelles, will become the new Economic Development Director for the City once a new Finance Director is hired.)
- ***Community Development Permitting Activity:*** Community Development Director reported that twenty-three applications, permits or inspections were processed on ten houses/dwelling units this week. Additionally, he reported that (1) **Security State Bank** construction continues with site work; (2) **Corner Store** construction continues on pump canopies, interior building and truck service areas; and (3) **Westheim Village** continues construction on four new homes during this period.
- ***Building Official/Code Enforcement Officer:*** Community Development Director reported that Darrell Rawlings commenced work this week as the BO/CE Officer for the City.
- ***Police Department Activity:*** The Police Chief reported that the Department issued 111 warnings and/or citations during this period. He also reported that Animal Control had 22 calls for service, and Code Enforcement had 3 new violations. Additionally, he reported that the Department is planning to make improvements to the evidence room at the Police Station, and is in the process of seeking quotes for the work.
- ***Public Works Activity:*** The Public Works Director reported that the SCADA contractor, while upgrading River Bluff Booster Pump Station, made a miscalculation, which caused water pressure at the Alsace Hotel to be unstable for approximately 26 hours.

#### ATTACHMENTS:

- **City Administrator's Project Status Report** for October 16, 2015.
- **Community Development Permitting Activity Report** for October 11, 2015 – October 17, 2015.
- **Police Department Monthly Animal Control Report** for October 8, 2015 – October 14, 2015.
- **Police Department Weekly Code Enforcement Report** for October 13, 2015 – October 16, 2015.
- **Public Works Department Project Report** for October 16, 2015.



Project		Completion Date	FY2015/2016 City Administrator Project Status Report
<b>Recurring Items</b>			
1.	Financial Audit	Jan/Feb 2016	Auditor's fieldwork will commence in <b>January 2016</b> .
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<b>Active Projects</b>			
1.	Reorganization of City Depts.	Oct/Nov 2015	Office of Economic Development will be established, and Director appointed. [Finance Department was renamed on October 1, 2015, and director's new title is Finance Director]
2.	Awards & Recognition Program	Sept/Oct 2015	Create a Program to recognize City Employee Service including special awards for "Employee of the Year", "Employee Contributing to the Community", etc. City Council approval of the draft program is required.
3.	Wellness Program	Nov/Dec 2015	Program to create a Wellness Program for City employees, which would improve the overall health, and reduce healthcare costs for the City. City Council approval of the draft program is required.
4.	Medina Valley Youth Baseball	Sept/Dec 2015	Negotiate, and agree to a new or revised contract with the Medina Valley Youth Baseball Association.
5.	Airport Runway Extension	Dec 2015	<b>Airport Runway Extension Project will not be completed on October 13, 2015 as scheduled due to weather delays.</b>
6.	Bario Aviation	Sept/Dec 2015	Enter into negotiations with Bario Aviation regarding the cost to repair Commercial Hangar #2.
7.	Airport Jet Fuel System	Sept/Oct 2015	Based on the Airport Advisory Board Recommendation, and City Council's acceptance of that recommendation, the City Administration will implement the directive.
8.	Airport Seal Crack Repair	Sept 2015	Commence and complete the seal cracking of the Airport runway. <b>[Completed]</b>
9.	Finance Director	Sept/Oct 2015	Conduct an executive recruitment for the Finance Director position. <b>[Executive Search in Progress with review of applications scheduled for October 19<sup>th</sup>.]</b>
10.	CommZoom LLC Lease	Sept 2015	Complete negotiations with CommZoom LLC for a lease of City property to place a "cable hut". City Council approval of a lease agreement is required.
11.	Customer Service Renovation	Oct/Dec 2015	Hire Contractor, initiate and complete renovation of the Customer Service, Utility Billing and Municipal Court areas in City Hall. City Council approval of the contractor, and cost of renovation is required.
12.	City Hall Exterior Cleaning	Oct 2015	<b>Presently, soliciting quotes to undertake exterior cleaning of the City Hall, a historic building. Note: The Texas Historical Commission requires an Antiquities Permit Application be completed before the City can clean the building, which the City Administration is in the process of preparing the document for submittal.</b>
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**Permitting Activity**

*October 11, 2015 – October 17, 2015*

**Received:**

Permit #	Address	Business	Date	Type	Description
510	1616 San Jacinto	Residence	10/16/15	Plumbing Permit	New Irrigation System
509	1202 Lisbon	Residence	10/16/15	Building Addition	Replace patio concrete and relocate supports for existing porch cc
508	503 Old Hwy 90 East	Residence	10/14/15	Plumbing Permit	Gas Pressure Test
507	1102 Hwy 90 West	Donut Palace	10/14/15	Mechanical Permit	Vent Hood Installation
506	1107 Washington	Residence	10/13/15	Mechanical Permit	A/C Changeout, No new ductwork
505	208 May Street	Residence	10/12/15	Plumbing Permit	Rough-in for Water Closet and Lavatory
504	901 Hwy 90 West	Los Cantritos Mx Cocina	10/12/15	C of O	Certificate of Occupancy for Restaurant
503	1955 Hwy 90 East	Castroville Chevrolet	10/12/15	Sign Permit	Directional Sign Replacement

**Issued:**

Permit #	Address	Business	Issued	Type	Description
508	503 Old Hwy 90 East	Residence	10/14/15	Plumbing Permit	Gas Pressure Test
506	1107 Washington	Residence	10/13/15	Mechanical Permit	A/C Changeout, No new ductwork
505	208 May Street	Residence	10/13/15	Plumbing Permit	Rough-in for Water Closet and Lavatory
499	708 Lafayette	Residence	10/14/15	Accessory Building	Carport

**Inspections:**

Permit #	Address	Business	Scheduled	Type	Description
392	217 Strasbourg Street	Residence	10/15/15	Building	Framing
403	169 Westheim Drive	Residence	10/15/15	Building	Framing
420	217 Strasbourg Street	Residence	10/15/15	Electrical	Rough
421	169 Westheim Drive	Residence	10/15/15	Electrical	Rough
426	217 Strasbourg Street	Residence	10/15/15	Plumbing	Top Out
428	169 Westheim Drive	Residence	10/15/15	Plumbing	Top Out
483	217 Strasbourg Street	Residence	10/15/15	Mechanical	Rough
497	169 Westheim Drive	Residence	10/15/15	Mechanical	Rough
508	503 Old Hwy 90 East	Residence	10/15/15	Plumbing	Gas Final/ Release
342	1408 Alsace	First Baptist Church	10/14/15	Electrical	Construction Meter
496	1102 Berlin	Residence	10/14/15	Building	Foundation
505	208 May Street	Residence	10/13/15	Plumbing	Rough
489	401 London Street	Zion Lutheran Church	10/13/15	Electrical	Final
457	208 May Street	Residence	10/13/15	Building	Foundation
492	1314 Constantinople	Residence	10/12/15	Building	Final
496	1102 Berlin	Residence	10/12/15	Building	Foundation



## Weekly Animal Control Report

October 8 – October 14, 2015

Number of Animal Control Calls	22
Number of Dogs Picked Up	7
Number of Dogs Returned	5
Number of Dogs Euthanized/Died in Shelter	0
Number of Dogs Adopted/Released to FCAC	0
Number of Wild Animals Trapped	7
Number of Animal Bites	0
Dead Animals	2
Citations Written	0
Warnings Written	0
TNR	2
Number of Cats Picked Up	2
Number of Cats Returned	0
Number of Cats Euthanized/Died in shelter	0
Number of Cats Adopted/Released to FCAC	0

ACO Comments: 93.5 miles driven

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MELISSA SMITH, ANIMAL CONTROL OFFICER

DATE





## Weekly Code Violation Report

October 13, 2015 – OCTOBER 16, 2015

Number of new Code Violations Located (Total)	3
Junked Vehicles	0
High Weeds/ Grass	0
Trash/ Junk in yard	0
Pole Signs removed/ City signs replaced	0
Number of locations back in compliance	3
Number of letters sent out	0
Number of follow ups to COVs	6
Citations Written	0
Animal Control calls	0
Zoning violations	3



Tasks	Project Name	Latest Status
1	WWTP Upgrade	Engineered by Freese and Nichols, Inc. (01/01/2014) The purpose of this project is to upgrade existing WWTP from .3 MGD to final design of .9 MGD. (10/01/14) Phase I Wastewater Sampling an updated Planning Memorandum submitted to the City. (02/17/ 2015) Received 25% plan submittal, which was part of Phase II with the City returning comments on (4/19/2015). (6/12/2015) Engineers submitted Phase III Plan and Contract for City Review. As of this Status update project on hold pending review by outside contractor of the pricing and schedule submitted with the Phase III plan. (9/30/2015) Mayor Gardner, Councilman King, City Administrator and PWD met with staff from FNI to further discuss Phase III plant and contract.
2	East Side Lift Station	Engineered by KSA Engineers, Inc. (09/01/2013) Draft report submitted to City for review. (03/30/2015) Plans and outstanding Items Control Log submitted to the City for review. (8/07/2015) Mail rights of entry to area residents. (09/01/2105) Begin final design surveys. (12/01/2106) Projected date for final completion of the project.
3	Water Line Replacement Proj.	Engineered by KSA Engineers, Inc. (6/12/2012) First proposal to City to replace certain water lines to improve the distribution system. ) This project replaces and/or upgrades 35,535 ft of various sizes of water main ranging from 3/4" to 10" (10/01/2013) Feasibility Study presented to City in support of TWDB Loan for project. (3/13/2105) ity received Outstanding Items Control Log and Preliminary Project Specifications for Review. (4/19/2015) City reviewed Control log and plans and returned comments. (09/09/2015) Submit plans to TW DB for review and TXDOT permits. (12/01/2016) Projected date for completion of the project.
4	London St. Repair	(12/15/2104) Was given this project plus others that were planned for this budget year. (07/03/2015) Received one proposal for repair of the first 240ft of London Street. (07/07/2015) Was directed by City Administrator to see if or how we could also make drainage improvements as part of this repair. As of this status all of my inquires to local contractors, who said they would talk to me about it has not happened due to their existing workload.
5	Street Rehab Proj.	2014-2105 Budget year street Rehabilitation has not been undertaken as of yet. County has had to concentrate on their projects that were awarded by Grants so they do not lose the money and have not been able to work in the City.
6	Koenig Lift Station	(7/22/2015) First options for repair of station presented to council. (12/15/2104) Project scheduled for this budget year. (08/03/2015) Relieved updated repair estimate from only contractor responding to request for quotes. (08/21/2015) Remaining operations pump at station failed. (08/27/2015) Submitted proposed Council Agenda Item for City Administrator review. (09/08/2015) Council approved estimate from MGB Construction. (9/10/2015) MGB Construction instructed they were to proceed with the project. <b>(11/15/2015) Projected completion date for this project moved 1 month due to delays in shipping new pumps.</b>
7	River Bluff Pressure Tank	I have no update on this project at this time.
8	River Bluff Distribution Sys.	This project is scheduled for Budget year 2016-2017
9	Country Village Dist. Sys.	This project is scheduled for Budget year 2016-2017
10	I&I Project Wastewater	I have no update on this project at this time.
11	Backflow Ordinance	(12/15/2014) This was a requested review and future proposal for Council. (3/31/2015) Submitted recommendation on procedure for backflow testing in the City. As of this update have a preliminary ordinance composed but not reviewed by City Administrator. (11/1/2015) Projected completion of this Project.
12	Solid Waste Collection Contract.	(03/31/2015) Expiration date of current Solid Waste Collection contract. (06/24/2015) Issued RFP for Refuse Collection, Recycling and Disposal Services. (7/31/2015) Opened and reviewed RFP's for proposal to Council. (08/11/2105) Council approved RFP from Waste Management of Texas as proposed from staff. (08/28/2015) Met with City Administrator to approve rates to be included in 1015-2016 budget. <b>(10/13/2015) Final Approval of Waste Management Contract.</b> Project Complete.



13	Lower Lacoste Traffic Calming Study	(12/15/2014) Was included with other projects that needed addressing. As of this update signs have been installed in the County warning of speed zone ahead and reduced speed ahead. City Police have been conducting extra patrols in the area and have deployed their speed-warning trailer. (9/30/2015) Projected submittal of results and recommendations to the Council.
14	WWTP Permit Renewal	Permit being prepared by Freese and Nichols, Inc. (07/14/2015) Contract awarded to FNI to submit for the City its WWTP renewal application. (08/20/2015) Draft permit renewal received by City for review and comments. (08/24/2015) City returned comments; Mayor signed required sheets and documents mailed back to FNI. (08/31/2015) Payment sheet and copy of check to go to FNI. This completes submittal portion of this project. (9/28/2015) received comments from TCEQ related to our permit Katie Leatherwood from FNI is drafting response for my approval. (10/15/2015) Response to TCEQ comments submitted in writing to PWD and to the TCEQ.
15	Water Study	Engineered by Freese and Nichols, Inc. (03/24/2015) Council gave approval for FNI to update the Water Model for the City. (04/17/2015) Received and deployed pressure recorders throughout the City. (05/01/2015) Returned recorders to FNI. As of this update only item left on City list is to provide water usage with address date to FNI. (09/30/2015) Projected completion date for this project.
16	RV Park Wi-Fi Project	(8/20/2015) This project is complete now waiting final walk through with contractor but system is working. (9/30/2015) Prices have been received to purchase and set up a third tower to improve the Wi-Fi in the overflow area. (10/12/2015) Third tower up and working at the RV park.
17	Relocation of Public Woks	(12/15/2104) This also was presented to me as needed to done. As of this update have been reviewing new and old proposed relocation sites for PW. Realistic projected completion date for this project would be sometime in 2016.
18	SCADA Phase III	(2103) City started on a multi-phase project to update the existing SCADA (System Control and Data Acquisition) system. Phase I and Phase II is complete. (11/25/2013) Received proposal for Phase III improvements from Block Design. (7/14/2015) proposal presented to council and accepted. (9/18/2015) Acquisition of all components needed for this Phase is almost complete. (9/29/15) Contractor has started to install the equipment for this Phase into the well houses and lift stations. (10/31/2015) Proposed phase completion date.